POSITION TITLE: PAROLE OFFICER IV - Substance Abuse

SALARY GROUP: B19

DEPARTMENT: Parole Division

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Pamela Thielke
DATE: 06/06/2019

POSITION #: 051286

I. JOB SUMMARY

Performs advanced parole administration and supervision work. Work involves reviewing and approving parole supervision activities, parole investigations, and parole release plans and reports; coordinating case assignments; conducting case analyses; and assigning and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

A. Provides consultative services and technical assistance to plan and implement the Substance Abuse program; and ensures internal substance abuse services, compliance with contracted services, program policies and procedures, and state and federal laws.

B. Assists in developing and implementing effective techniques for program evaluation; and studies and analyzes operations and problems and prepares reports of findings and recommendations.

C. Supervises activities to monitor offender compliance with the conditions of supervision; directs parole officers in developing new sources of information and in improving casework techniques; coordinates and conducts parole investigations of highly confidential matters; and directs actions to be taken on specific cases.

D. Prepares and assists in the preparation of administrative reports, studies, and specialized research projects; assists in preparing and evaluating program budget requests; and reviews, analyzes, and maintains statistical program information.

E. Confers with staff on program issues and problems to identify and implement solutions; develops and conducts training and in-service programs; provides liaison with agency staff, other agencies and organizations, and the public; and provides technical guidance and assistance on program issues and services.

F. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.

G. Assigns and supervises the work of others; and provides training and technical guidance to program staff.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.
III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Counseling, Social Work, Psychology, Sociology, Education, or a related field preferred.

2. Five years full-time, wage-earning criminal justice, criminal justice administration, case management, or case processing experience.

3. Experience in the supervision of employees preferred.

4. Parole officer experience preferred.

5. Technical review or program evaluation experience preferred.

6. Teaching, training, or staff development experience preferred.

7. Current valid licensure as a Licensed Chemical Dependency Counselor (LCDC) by the Texas Department of State Health Services preferred.

8. Must have a valid driver license.

   Must maintain valid license(s) for continued employment in position.

   * Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

   Must meet and maintain TLETS access eligibility for continued employment in position.
   For details see: http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html

B. Knowledge and Skills

1. Knowledge of the principles of criminology and penology.

2. Knowledge of the principles, methods, techniques, and practices of parole case management.

3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.

5. Knowledge of counseling and recovery methods and techniques related to alcoholism and chemical dependency, addiction, co-dependency, and related disorders.

6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.

7. Skill to communicate ideas and instructions clearly and concisely.

8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

9. Skill to interpret and apply rules, regulations, policies, and procedures.

10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.


12. Skill to review technical data and prepare technical reports.

13. Skill in public address.

14. Skill to develop and conduct training and in-service programs.

15. Skill to develop and evaluate program activities and operational policies, procedures, priorities, and standards.

16. Skill to assign and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.

B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.

C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, dolly, telephone, and automobile.